For Release 2001/07/28 : CIA-RDP78-03090A000100180002-9

SPECIAL BULLETIN

OFFICE OF TRAINING

STATIN [redacted]

6 May 1976

TO: All Training Officers of the Agency

SUPERVISORY SKILLS COURSE

DESCRIPTION

The Supervisory Skills Course assumes there is a transitional period prior to accepting supervisory responsibilities. The intention of this new course is to provide an individual who possesses supervisory potential an opportunity to be involved in activities relative to supervisory performance. The course is also intended for those students who are not supervisors and thus not fully prepared to enter the Fundamentals of Supervision and Management Course. Emphasis is on the transition from subordinate to supervisor; time management; interpersonal communication; problem solving; and training and evaluation. Maximum use of relevant exercises, films, cases and student involvement is made.

The course is open to employees from all parts of the Agency who display supervisory potential.

DATES OF OFFERINGS:		1-3 June 1976 2-4 August 1976 4-6 October 1976 30 November - 2 December 1976
LENGTH	:	Three days, full-time
PLACE	:	Chamber of Commerce Building
FREQUENCY	:	Six times per year
CLASS SIZE	:	20-25 students
SPECIAL REQUIREMENTS	:	Pre-course work, four to six hours
REGISTRATION DEADLINE	:	Three weeks prior to start of course to assure distribution and completion of pre-course work

For Release 2001/07/28 : CIA-RDP78-03090A000100180002-9